



**SUPERVISING CORRECTIONAL COOK
(DEPARTMENT OF CORRECTIONS)
California Correctional Health Care Services**

OPEN – SPOT EXAMINATION

FILING PERIOD: December 29, 2014 to January 13, 2015

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

*The State of
California is an equal
opportunity employer to all,
regardless of age, ancestry,
color, disability (mental and
physical), exercising the right
to family care and medical
leave, gender, gender
expression, gender identity,
genetic information, marital
status, medical condition,
military or veteran status,
national origin, political
affiliation, race, religious creed,
sex (includes pregnancy,
childbirth, breastfeeding, and
related medical conditions),
and sexual orientation.*

Position Information

Positions currently exist with the California Correctional Health Care Services at:

- California Men's Colony in San Luis Obispo, California

Please only take this examination if you are interested in working at this location.

This is the first supervisory senior level in the series. In addition to the duties of the Correctional Supervising Cook, Correctional Facility, the Supervising Correctional Cook (Department of Corrections) may have responsibility for one of the central kitchens in a multifacility. Incumbents direct, train, and supervise the work of inmates and employees; evaluate their performance and take or recommend appropriate action; and act for the Assistant Correctional Food Manager (Department of Corrections) in his/her absence.

Salary and Benefit Information

Currently, as of July 1, 2014: \$3,641 - \$4,557 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Equivalent to completion of the eighth grade.

And

Either I

One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility).



**Supervising Correctional
Cook (Department of
Corrections)**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
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sustain.*

Minimum Qualifications (Continued)

Or II

Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities.
2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
3. Food handling sanitation.
4. Food values as well as nutritional and economical substitutions within food groups.
5. Use of purchase orders for food and equipment.
6. Methods of cutting and preparing meat.
7. Training methods.
8. Principles of effective supervision.
9. Laws and rules governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs.
10. Departments' Equal Employment Opportunity Program objectives.
11. Manager's role in the Equal Employment Opportunity Program.

Ability to:

1. Plan palatable and adequate menus.
2. Plan, organize, and direct the work of others.
3. Adjust rations to changing needs.
4. Keep inventories and make requisitions.
5. Use of appropriate equipment.
6. Prepare and cook all food groups.
7. Determine food quantities necessary for groups of varying size.
8. Direct the preparation of special diets (both medical and religious).
9. Plan food production to schedule.
10. Communicate effectively at a level required for successful job performance.
11. Plan and conduct in-service training programs.
12. Analyze situations accurately and adopt an effective course of action.
13. Keep records and prepare reports.



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Examination Information (Continued)

Ability to:

14. Effectively contribute to the Department's Equal Employment Opportunity objectives.

How to Apply and Test

Submit a State Application (Std. Form 678) and Training and Experience Assessment (T&E) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at www.jobs.ca.gov. The T&E for this examination can be found on our website at <http://www.cphcs.ca.gov/careers.aspx> or a copy can be obtained by calling (916) 691-5894.

By mail:

California Correctional Health
Care Services
Examination Services, Bldg D1
P.O. Box 588500
Elk Grove, CA 95758

In person:

California Correctional Health
Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

If you are personally delivering your application material, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

If you have a disability and need special testing arrangements, please contact the CCHCS' Examination Services at (916) 691-5894 to make specific arrangements.

Application Deadline/Testing Period

The testing period for this exam is December 29, 2014 to January 13, 2015. **January 13, 2015** is the final filing date. All applications must be received or postmarked by this date to be considered. Applications not submitted on or before this date will not be accepted for any reason. Applications sent via interoffice mail will not be accepted. All applications must meet the education and/or experience requirements for this examination by the final filing date.

Eligible List Information

The resulting eligible list will be established to fill vacancies at California Men's Colony in San Luis Obispo, California within the California Correctional Health Care Services. The list will be abolished 12 months after establishment unless needs of the service and conditions of the list warrant a change in the period.

Veteran's Preference and Career Credits

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



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General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at www.cdva.ca.gov. Veteran's Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.